



Checklist for Commercial Building Plan Review Summary Sheet

Section 1. Scheduling of building plans requires use of the electronic online application found at: https://apps1.dps.wi.gov/SB_PlanReviewAutoScheduling/Bldg/TaskList?ptid=0&action=new. **Paper plan submittals are no longer accepted by the Department.**

For **stand-alone** HVAC and **stand-alone** Fire Suppression/Fire Alarm electronic reviews, complete an application form (SBD-118 Form) and e-mail it, along with your registered SharePoint username to DSPSSBPlanSchedule@Wisconsin.gov.

This form is to be included as a summary sheet for building plan submittals

Date of Application: _____

Plan Transaction ID #: _____

Check all that is applicable: Plan Type: ☐ New ☐ Permission to Start ☐ Addition/Alteration ☐ Revision to Previously Approved plan where approved construction has not been completed. Previous Transaction ID #: _____
☐ Extension to an approved plan.

Complete set of plans and full payment are required with submitted applications.

Requesting plan review for: (Please check the requested building reviews below)

- ☐ Building Review
☐ HVAC Review

- ☐ Bleacher Review
☐ Kitchen Hood Review

- ☐ Component Review (List Components Submitted _____)

Section 2. PLAN SUBMITTAL REQUIREMENTS.

PLAN SUBMITTAL SHALL INCLUDE THE FOLLOWING IN ACCORD WITH CODE SECTION SPS 361.31.

A complete set of building plans and supporting documents. Incomplete submittals will be rejected. **Please check the boxes below to ensure your plan submittal is complete. (If line item does not pertain to your submittal indicate by writing NA next to the item)**

Plans shall be legible and to scale. Plans are required to be submitted in accordance with the submitter instructions requirements.

1. ☐ Title Sheet including plan Index
2. ☐ Plot/site plan
3. ☐ Occupancies are clearly called out.
4. ☐ Compliance with any Chapter 4 special requirements based on use
5. ☐ Building complies with Chapter 5 Heights and Areas. Plans shall detail how compliances is shown. (EX: separated vs unseparated use, unlimited area, frontage increase calculation included if applicable).
6. ☐ Construction type(s) identified and building meets construction type requirements of Chapter 6.
7. ☐ All required fire rated construction is detailed on the plans with rated assemblies called out.
8. ☐ Building is either protected with sprinklers or does not exceed a fire area limitation established in IBC 903 which would require one.
9. ☐ Building meets all the egress requirements of Chapter 10. Max egress/common path distances and path of travel shown, occupant load shall be shown on plans.
10. ☐ The Building complies with the accessibility requirements of Chapter 11 and ICC A117.1-2009.
11. ☐ Structural calculations and structural drawings show compliance with Chapter 16 and ASCE 7. Loads and loading conditions included on plans and structural calculations.
12. ☐ The required bathroom fixtures are provided per Chapter 29. Include calculations used to determine quantities.
13. ☐ Energy compliance is shown with (Check compliance path)
 - ☐ 13a. COMcheck or REScheck calculation
 - ☐ 13b. Building plans detail compliance with the prescriptive requirements.
 - ☐ 13c. Building is unheated, submittal is an interior alteration with no envelope changes, submittal is an HVAC only submittal
14. ☐ Heat loss calculations submitted (HVAC submittals)
15. ☐ Complete equipment schedules submitted (HVAC and Kitchen Hood submittals)
16. ☐ Date of building plans that HVAC plans were designed to _____
17. ☐ Required signatures are submitted (supervising professional if building is over 50,000 cubic feet and owner's signature if a permission to start has been requested)
18. ☐ Plans and calculations have been signed and sealed by a WI registered Engineer, Architect or Designer if building is over 50,000 cubic feet in size.
19. ☐ Summary sheet (this form).

☐ Submitter acknowledges that the submittal is complete.

☐ Submitter acknowledges that any additional information requested to complete review will be received by the Department within five (5) business days or the plan is subject to denial and a \$60.00 fee.

Submitter's signature:

Date: